



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 06-101

SUBJECT: Division Rotation and Scheduling Cases in District Court

To: Twentieth Judicial District Judicial Officers, Court Executive, Clerk of Court and Court Staff

**From: Ingrid S. Bakke
Chief Judge**

DATE: October 27, 2020

This order replaces versions of 20th Judicial District Administrative Order 06-101 dated February 16, 2006, May 31, 2006, March 29, 2007, July 1, 2008 and December 2, 2011.

District Court Division Rotation Schedule (effective 9/1/07)

District Court Division 1, Division 12 and Division 14 will be assigned Domestic Relations cases. District Court Division 2, Division 3 and Division 5 will be assigned Civil and Probate cases. District Court Division 4 and Division 6 will be assigned Criminal cases. District Court Division 13 will be assigned Integrated Treatment Court (ITC) cases, juvenile delinquency, truancy and probation violations. Emergency Mental Health hearings are handled on a rotating basis by each division during their scheduling weeks. During District Court open weeks, Division 13 will schedule and handle hearings. Division 13 handles Mental Health case management.

District Court Rotation Schedule – Each district court division will serve 2 years in a Domestic Relations division, 2 years in a Criminal division, 2 years in a Civil/Probate division and 1 year in the Integrated Treatment Court division with some exceptions.

Detailed district court division assignments are posted on the 20th Judicial District web page at:
https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=62&Page_ID=85.

Scheduling Rules for Judges Who Are Setting Cases (effective 2/16/06)

1. Each judge shall set the number of cases per week that the judges as a group decide that each judge shall set.
2. A judge who knows in advance that he or she is not available to try cases for all of the days of a given trial week shall send a proportionately smaller number of cases to be scheduled.
3. Every effort should be made not to set domestic relations or civil cases on the trailing docket if a court interpreter is required.
4. No judge shall set hearings or trials during a trial week during which the judge will not be available to try cases unless the judge has conferred in advance with the other judges or unless the case is a dependency and neglect case.

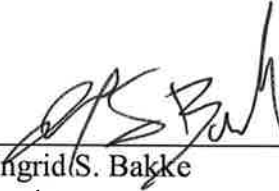
5. No judge shall set hearings, trials, appointments, or any personal events during trial weeks that interfere with the scheduling judge's ability to assign cases as necessary.
6. No judge shall promise a firm set trial or hearing date to any litigant or attorney whose case is set on the trial docket. In some cases in which a defendant is incarcerated, special arrangements for a firm setting may be necessary.
7. Each judge shall obtain all cases set on the trailing docket and do a personal case review of each case to determine whether outstanding motions are pending or other matter must be dealt with before the case is sent to the scheduling judge.
8. Each judge shall make every effort to rule on any dispositive motions before the case is sent to the scheduling judge.
9. Each judge shall keep the scheduling judge apprised of changes in case status regarding any cases that have been sent to the scheduling judge.
10. Domestic Relations divisions shall set seven cases during each week that the judges in those divisions are in charge of scheduling.

Scheduling Rules for the Scheduling Judge (effective 2/16/06)

1. District judges shall be assigned to schedule cases for all of the other judges on a rotating basis according to a schedule prepared by the district administrator and approved by the chief judge.
2. During assigned scheduling periods, scheduling shall be the scheduling judge's first priority although the judge may set other matters as necessary.
3. The scheduling judge shall make every effort to be available during the entire week. If this is not possible, the judge shall obtain the help of another judge to cover the scheduling tasks. The scheduling judge may also exchange weeks with other judges.
4. It is the scheduling judge's responsibility to contact the lawyers and unrepresented parties to explore settlement.
5. The scheduling judge may set settlement conferences at his or her discretion, but such settlement conferences shall not replace mandatory alternative dispute resolution.
6. Priority will be given to those cases that are given priority by statute or rule, criminal or juvenile cases in which "speedy trial" is about to run or where there are special circumstances in the case, criminal or juvenile cases in which the defendant is in custody, dependency and neglect cases, cases that have been previously "bumped," allocation of parental responsibility and parenting time cases, and previously continued cases.
7. The scheduling judge shall make every effort to set cases in the division to which the case is assigned; however, cases may be assigned to another division if necessary.

8. The scheduling judge shall confer with the assigned judge when motions to continue or other pre-trial motions must be ruled upon. The scheduling judge's staff shall be responsible for communicating the ruling to the parties or counsel.
9. The scheduling judge shall not be responsible for ruling on any substantive or dispositive motions.
10. The scheduling judge may set a hearing or trial with a magistrate if no judges are available and the matter is appropriate for a magistrate. Magistrates will not hear allocation of parental responsibility or parenting time cases under ordinary circumstances.
11. The scheduling judge may set a hearing or trial with a county judge appointed to serve as an acting district judge if no district judges are available and the matter is appropriate for a county judge. The scheduling judge shall use best efforts not to set allocation of parental responsibility or parenting time cases with county judges.
12. Cases shall not be "bumped" unless no district judge or appropriate senior judge, county judge, or magistrate is available.
13. If a case can be appropriately heard by a senior judge and the scheduling judge decides to obtain the services of a senior judge, the scheduling judge shall use best efforts through the district administrator to obtain a senior judge rather than "bump" a case. The scheduling judge shall give as much notice as possible to the district administrator.
14. The scheduling judge may provide a second setting for a particular case in a particular division in consideration of the likelihood of settlement of the first set case and any other relevant factors. Consideration shall be given to out-of-court experts and other witnesses.
15. Judges sitting in criminal court may request two additional days per month during trial weeks for motions. If any such judge sets aside additional days for motions, that judge will inform the scheduling judge.
16. The scheduling judge shall prepare a written general docket that includes all the judges (and magistrates, county judges and senior judges who will be hearing cases) and all the cases to be tried that week. All jury trials will be noted.
17. The scheduling judge shall refer the week's general docket to the managing court reporter on duty that week for assignment of court reporters and electronic recording devices. The assignments shall be placed on the week's final general docket.
18. The scheduling judge shall deliver it to the affected judicial officers, to the clerk of the court, to the district administrator, and to the jury commissioner no later than Friday of the week before the week for which the general docket has been prepared.
19. The scheduling judge or staff shall notify each attorney or unrepresented party of the date, time and place for the hearing or trial. If telephone numbers are not available for some unrepresented parties, letters shall be sent as soon as possible.
20. When a civil case is settled during the scheduling week, the scheduling judge shall send the parties a notice to file settlement and dismissal documents.

21. When the scheduling judge is notified that a domestic relations or paternity case is settled, the scheduling judge shall require a signed agreement be filed with the court before the trial date is vacated. If the scheduling judge is notified that the case has been settled, but a signed agreement cannot be provided by the time the schedule is completed, the case will be set for hearing. If a signed agreement is filed before the hearing date, whether the parties should appear in court nonetheless shall be controlled by statutory requirements and the judge's discretion.
22. Every effort shall be made to avoid setting dependency and neglect cases on Thursdays and other days when the contract attorneys are expected to be in D&N Court participating in a lengthy docket.



Hon. Ingrid S. Bakke
Chief Judge
Twentieth Judicial District